The City of San Antonio seeks a dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism for the position of:

Assistant Director
Government & Public Affairs
The Position
The Assistant Director is responsible for assisting the Director of Government and Public Affairs in planning, directing, managing, and overseeing the activities and operations of the Department. Oversees the Communications Division and is responsible for creating and implementing strategic communication plans used to disseminate information about the City’s Services, programs and activities and build a mutually beneficial relationship with the public. The Assistant Director coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Clerk, City Council, and the Mayor. Exercises direct supervision over assigned staff.

The Department
The Government and Public Affairs office strategically communicates accurate information about City initiatives, policies and services to advance public trust in City government and to advocate on behalf of the City’s local, state and federal interests. The department advances City policy priorities at the state and local level as well as communicating with the public on the City’s behalf. Government and Public Affairs is also responsible for city videography and photography, graphic design, language translation and broadcasting City meetings digitally and through the City’s cable channel.

Essential Job Functions
• Assists in assuming full management responsibility for all department services and activities, including City-wide strategic communications, media relations, and community engagement.
• Develops and implements City policies, procedures and protocol designed to engage community input on various City programs and initiatives.
• Assists in acting as official departmental representative to other City departments, City Manager’s Office, elected officials, and outside agencies; negotiates and resolves sensitive, significant, and controversial issues.
• Attends committee meetings and public gatherings to obtain information or provide information concerning the City.
• Prepares press releases and edits scripts to be presented over communications media.
• Manages the City’s social media presence and facilitates public dialogues and consensus building to identify and resolve issues between the City and community stakeholders.
• Assesses various community concerns, values and opinions on City projects, programs and initiatives and presents findings to City leadership.
• Assists in managing and participating in the development and administration of the Government and Public Affairs budget; estimates funds needed for staffing, equipment, materials, and supplies; assists in directing the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
• Assists in providing staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations regarding communication and municipal government.
• Assists in reviewing and signing all higher-level department communication, including ordinances and contracts.
• Attends City Council meetings and takes necessary action regarding Council agenda items.
Qualifications
The ideal candidate will have:
- Bachelor's Degree from an accredited college or university with major coursework in Public or Business Administration, Public Relations, Journalism or a related field.
- Six (6) years of increasingly responsible professional experience in public relations, journalism or public administration to include three (3) years of administrative or supervisory responsibility.
- Or Equivalent combination of education and experience.

Knowledge, Skills and Abilities
- Knowledge of marketing principles, methods, and techniques.
- Knowledge of public relations principles, practices, and techniques.
- Knowledge of journalistic principles, practices, and procedures.
- Knowledge of television production procedures, techniques and principles for the production of effective and compelling videos.
- Knowledge of web design and brand development.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of organization, function, and authority of various City departments.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.
- Skill in operating a personal computer and utilizing rudimentary software.
- Skill in utilizing desktop publishing programs.
- Skill in data analysis and problem solving.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to prepare and administer a complex departmental budget, and allocate limited resources in a cost-effective manner.
- Ability to utilize marketing principles to create a successful plan.
- Ability to coordinate with other organizations.
- Ability to use conflict resolution and negotiation.
- Ability to establish effective relationships with coworkers, supervisors, the general public and other professionals in the public information field.
- Ability to research, gather, write, and graphically present information and prepare it for publication.
- Ability to communicate clearly and effectively.

The Community
Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.4 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

The City Government
The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager, who appoints all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges.

The Executive Team consists of more than 30 Department Directors, one Deputy City Managers, four Assistant City Managers, a Chief Financial Officer, and a Chief of Staff. There are over 12,000 City employees.
To Apply
If you are interested in this outstanding opportunity, please send cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. First review of resumes will Occur October 21, 2019. Please submit your application as soon as possible to ensure you are considered for this position.

Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
saexecsearch@sanantonio.gov

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

Compensation & Benefits
Offered salary will be dependent on the selected candidate’s qualifications and education (DOQE). The City also offers an attractive benefits package including:

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times the employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Health Care – The City offers two health care plan options. These plans offer employees a choice of deductible, co-insurance and co-payment levels.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee’s annual salary.

Holidays – 13 Holidays

Executive Car Allowance – Executives receive a monthly car allowance of $500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of $70.

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority. For example, an employee with ten years experience would receive 26 days of combined leave (Personal and Annual).